**UNITED STATES DEPARTMENT OF COMMERCE**
**National Bureau of Standards**
Washington, D.C. 20234
Institute for Computer
Sciences and Technology

*File: NBS*

1975 March 6

MEMORANDUM FOR FIPS Points of Contact

From: Harry S. White, Jr., Associate Director
for ADP Standards

Subject: Coordination of Proposed FIPS Magnetic Tape File Description
Summary

Enclosed is a proposed Federal Information Processing Standard that
provides the draft of a Standard Form for describing files recorded
on magnetic tape reels. This form provides for the physical and
magnetic description of the recorded data. The primary purpose of
the form is to improve communications and understanding between those
activities that generate files and the users of those files. This
proposed standard is provided for your review and comment prior to
its being recommended to the Secretary of Commerce for adoption for
Federal-wide use.

If you find that you cannot concur with this proposed standard, please
indicate specific changes that you feel are needed. Also, please
indicate to what extent the proposed standard is applicable or will
be used within your organization. Statements concerning the imple-
mentation impact and potential benefits to be derived from the use
of this standard would also be useful.

Your response should be furnished within 90 days of the date of this
memorandum so that we can continue the processing of this important
standard's subject. Concurrences will be assumed if a response is
not received within this 90-day period.

Enclosure

cc: State ADP Coordinators

Federal Information

Processing Standards Publication ___

Date_____

Specifications for

MAGNETIC TAPE FILE DESCRIPTION SUMMARY

Federal Information Processing Standards Publications are issued by the National Bureau of Standards pursuant to the Federal Property and Administrative Services Act of 1949 as amended, Public Law 89-306 (79 Stat. 1127), and as implemented by Executive Order 11717 (38 FR 12315, dated May 11, 1973), and Part 6 of Title 15 CFR (Code of Federal Regulations).

Name of Standard. Magnetic Tape File Description Summary.

Category of Standard. Software, Documentation.

Explanation. This publication provides a standard summary form (SF-___) for the description of files recorded on magnetic tape reels. The form provides for the physical and magnetic description of the recorded data, but does not provide for describing the file content.

Approving Authority. Secretary of Commerce.

Maintenance Agency. Institute for Computer Sciences and Technology, National Bureau of Standards.

Applicability. This standard will be used to describe magnetic tape files that are interchanged between and among Federal computer installations and between Federal agencies and the public to include industry and state and local governments. Use of this standard within Federal computer installations is encouraged when such use contributes to operational benefits, efficiency or economy.

Implementation Schedule. This standard becomes effective upon publication. Federal departments and agencies, based upon their specific operational requirements will develop and provide implementing instructions for the use of this standard within their organization as appropriate.

Specifications. The following pages provide a copy of the referenced Standard Form _____, Federal Information Processing Standard Magnetic Tape File Description Summary, together with instructions for completion. For the purpose of illustration in this FIPS PUB, the instructions for completing this form will be placed on the page opposite the form. However, the actual forms will have the instructions printed on the reverse side.

Where to Obtain Copies. Copies of this publication are for sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Refer to Federal Information Processing Standards Publication (FIPS PUB _____).

Copies of this Standard Form ____, Federal Information Processing Standard Magnetic Tape File Description Summary are available as GSA Federal Supply stock Item, NSN_____. The forms will be issued in units of 50 copies to a pad at a price of $_____ per pad. Supplies of Standard Form _____ should be obtained from the nearest GSA supply distribution facility.

FIPS
## MAGNETIC TAPE FILE DESCRIPTION SUMMARY

| 01. SUMMARY DATE | | | 02. SUMMARY PREPARED BY (NAME AND PHONE) | 03. EXTERNAL LABEL (REEL NO.) |
|---|---|---|---|---|
| YR. | MO. | DAY | | |

| 05. FILE NAME | 06. SHORT TITLE (FILE ID) |
|---|---|
| | |

| 04. RECORDING DATE | | |
|---|---|---|
| YR. | MO. | DAY |

**07. SUBMITTING ORGANIZATION AND ADDRESS**

**08. TECHNICAL CONTACT(S) AND PHONE**

**09. NUMBER OF TRACKS**
☐ 7   ☐ 9   ☐ OTHER (Specify)

**10. RECORDING DENSITY**

**11. NUMBER OF REELS**

**12. TAPE LENGTH (FT.)**

**13. TAPE WIDTH**
☐ ½ IN.   ☐ OTHER (Specify)

**14. RECORDING METHOD**
☐ NRZI   ☐ PE   ☐ OTHER (Specify)

**15. PHYSICAL RECORD LENGTH (BLOCK SIZE) (Maximum)**
_____ ☐ CHAR. ☐ BYTES ☐ WDS. (_____ BITS/WD.)

**16. PHYSICAL RECORD TYPE**
☐ FIXED   ☐ VARIABLE   ☐ MIXED

**17. NUMBER OF PHYSICAL RECORDS (BLOCKS)**

**18. LOGICAL RECORD SIZE**
_____ ☐ CHAR. ☐ BYTES ☐ WDS. (_____ BITS/WD.)

**19. LOGICAL RECORDS PER PHYSICAL RECORD**

**20. ERROR DETECTION TECHNIQUE**
☐ CRC ☐ LRC ☐ ODD PARITY ☐ EVEN PARITY ☐ OTHER

**21. CHARACTER SET**
☐ ASCII      ☐ BCD      ☐ FIELDATA      ☐ OTHER (Describe on separate page)
☐ EBCDIC     ☐ XS3

**22. RECORDED LABEL**
☐ NONE ☐ STANDARD ☐ OTHER (Describe)

**23. CONTROL CHARACTERS**
☐ STANDARD   ☐ OTHER (Describe)

**24. LABEL ID**

**25. RECORDING EQUIPMENT ID**

**26. I/O CONTROL SYSTEM**

| MFR/CPU DESIGNATION | TAPE DRIVE | NAME/RELEASE | LEVEL/TYPE |
|---|---|---|---|
| | | | |

**27. FOR SUBMITTING ORGANIZATION USE**

INSTRUCTIONS

NOTE: A separate form should be completed for each file. For a file that occupies more than one reel, only one form should be completed, with any differences between reels noted in item 27. If a reel contains more than one file, a separate form should be completed for each file and item 27 should list the file and its relationship or location to other files on the reel.

01. SUMMARY DATE. Enter date this form prepared. Use year, month, day format: YYMMDD

02. SUMMARY PREPARED BY: Enter name and phone number (including area code) of individual who prepared this form.

03. EXTERNAL LABEL. Enter identification code or reel number appearing on the external label. (If more than one reel, list additional codes or numbers in item 27.)

04. RECORDING DATE. Enter date this particular tape was recorded (copied). Use year, month, day format: YYMMDD

05. FILE NAME. Enter name used to identify the file. If generally known file, use the name by which it is commonly known. If not generally known, make the title as descriptive as possible.

06. SHORT TITLE. (Optional). Enter commonly used abbreviation or acronym which identifies the file.

07. SUBMITTING ORGANIZATION AND ADDRESS. Identify the organization from which this particular tape copy came. Fill in complete mailing address, including street address, city, state and ZIP code.

08. TECHNICAL CONTACT (s) AND PHONE. Enter person (s) or office (s) to be contacted for clarification or further information concerning technical aspects of this tape. Include telephone area code. Provide organization name and mailing address, if different from that in item 07.

09. NUMBER OF TRACKS. Mark the appropriate box. If "other", please specify.

10. RECORDING DENSITY. Enter the number of characters or bits recorded per inch (e.g. 200, 556, 800, 1600, 6250 CPI or BPI).

11. NUMBER OF REELS. Enter the number of reels covered by this file summary.

12. TAPE LENGTH. Enter the length of the tape on the reel in feet (e.g. 600, 1200, 2400 or 3600 ft.). If the tape is not a standard length or has been shortened, please note. If more than one reel is used and the tape lengths are different, this should be described in item 27.

13. TAPE WIDTH. Mark the "1/2 in." box if the tape is standard width. If other than standard, mark "other" and specify width in inches.

14. RECORDING MODE. Mark the appropriate box for Non Return to Zero (NRZI) or Phase Encoded (PE) methods. If other, please specify.

15. PHYSICAL RECORD LENGTH. Enter the length of the physical record (block size). If the record is of the variable or mixed type, enter the length of the maximum sized record and describe techniques used to control and indicate size in box 27. Mark the appropriate box indicating unit of measurement: characters, bytes or words. If size is indicated in terms of number of words, also enter word size in bits per word.

16. PHYSICAL RECORD TYPE. Mark the appropriate box.

17. NUMBER OF PHYSICAL RECORDS. Enter the number of physical records (blocks).

18. LOGICAL RECORD SIZE. Enter the size of the logical record. If fixed, indicate size in number of characters, bytes or words and mark appropriate box. If variable or mixed, enter the length of the maximum size record and describe techniques used to control and indicate size in box 27. If size is indicated in terms of number of words, also enter word size in bits per word.

19. LOGICAL RECORDS PER PHYSICAL RECORD. Enter number of logical records per physical record. If physical record is of variable or mixed type enter number of logical records in the maximum physical record.

20. ERROR DETECTION TECHNIQUE. Mark the appropriate boxes for Cyclical Redundancy Check (CRC), Longitudinal Check (LRC), and Odd or Even Parity. If "other" please specify.

21. CHARACTER SET. Mark the appropriate box indicating the character code used to record the information. If "other" is marked, describe the character set on a separate sheet. If a variation to a standard character set is used, this also needs to be described.

22. RECORDED LABEL. Mark the appropriate box indicating the type label used if any. Standard means that the label is recorded in accordance with the provisions of the American National Standard. If "other" is marked, describe the labeling technique used.

23. CONTROL CHARACTERS. If control characters are used to specify beginning or ending of files or for other purposes in accordance with the American National Standard, mark "Standard". If other than standard, so mark and describe in detail.

24. LABEL ID. If there is a recorded label, enter the file identification (data set name (DSN)) used in the label.

25. <u>RECORDING EQUIPMENT ID</u>. Enter the manufacturer's name and the model number of the computer and tape drive used (or emulated) to record the data.

26. <u>I/O CONTROL SYSTEM</u>. Enter the NAME/RELEASE and LEVEL/TYPE of the system software used to record this tape.

            Example:  NAME/RELEASE   DOS 26
                      LEVEL/TYPE     HASP

27. <u>FOR SUBMITTING ORGANIZATION USE</u>. This area is provided for the use of the organization submitting this summary. It may contain any information deemed useful to the recipient of the tape. If there are any handling restrictions they should be recorded in this space (i.e. file retention, file classification, etc.).

**Next 2 Page(s) In Document Exempt**